

REPORTS INVENTORY

SRB 243 E

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

243 E 5A 5X8-OFF/DIV

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

R

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc)

CP-O

8. ADP PROCESSING

☒ YES

NO

IF YES GIVE ADP PROCESSING NO.

P-82 E

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS06-3	4.21		.29		1.22		.5		.61

B. COSTS OF COMPUTER PRODUCED REPORTS

			25.50		.5		12.75
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TOTAL COSTS PER YEAR

\$ 13.36

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

CHANGE

DISCONTINUE

☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

DATE OF INVENTORY

29 OCT 1970